

EVENT NAME

Tahoe Gala

EVENT LOCATION

Hill Street

## EVENT DATES AND TIMES

Setup Date	8.21.15	Setup Start Time	6am
Event Start Date	8.21.15	Event End Date	8.21.15
Daily Event Start Time	5:30p	Daily Event End Time	12am
Dismantle Date	8.22.15	Dismantle End Time	6am

## EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar - maximum of 275 characters)

A private museum event held for 600 people on Hill Street. This event will include a band, dinner service and wine service.

ON SITE CONTACT Nisha Hallert ON SITE NUMBER 775 530 1514

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

**Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

Nisha Hallert

EVENT COORDINATOR'S NAME

Nisha Hallert

## TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity  
☐ Special Event - Parks  
☒ Special Events - Street / Sidewalk Occupancy

## EVENT WILL INCLUDE

(check all that apply)

- ☒ Amplified Sound/Multimedia  
 Attachment A Required  
☐ Street/Sidewalk Occupancy  
 Attachment B Required  
☒ Alcohol Service  
 Attachment C Required  
☒ Vendors/Exhibitors  
 Attachment D Required  
☐ Privileged Sales  
 Attachment E Required  
☒ Event Set-Up  
 Attachment F Required  
☐ Park Usage  
 Attachment G Required  
☒ Food/Beverage Service  
 Contact Washoe County  
 Environmental Health Services  
 (775) 328-2620

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION Nevada Museum of Art EVENT COORDINATOR Nisha Hallert  
 MAILING ADDRESS 1160 W. Liberty CITY/STATE/ZIP Reno, NV 89501  
 DAYTIME PHONE 775-398-7225 CELL PHONE 775-530-1514 FAX 775-329-1541  
 WEBSITE nevadaart.org EMAIL ADDRESS nisha.hallert@nevadaart.org  
 ONSITE CONTACT Nisha Hallert CELL PHONE 775-530-1514  
 PUBLIC CONTACT Nisha Hallert DAYTIME PHONE 775-530-1514  
 FEDERAL TAX ID 88-6003042 ☒ HOST ORGANIZATION IS NON-PROFIT  
 Proof of current non-profit status must be included with application.

ANTICIPATED ATTENDANCE: DAILY \_\_\_\_\_ TOTAL 600  
☐ OPEN TO THE PUBLIC ☒ ADMISSION WILL BE CHARGED \$ 500 (Private Event)

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	<input checked="" type="checkbox"/> \$103.00			
Application Processing Fee* 50+ Vendors	<input type="checkbox"/> \$258.00			DATE ENTERED
Temporary Vendor Business License	<input type="checkbox"/> \$ 15.00 x			FAX TO
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/> \$ 55.00 x			<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/> \$ 22.00 x			<input type="checkbox"/> Zoning
Fire Inspection	<input checked="" type="checkbox"/> \$111.00			<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/> TBD	Refer to "FD" Section		<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/> TBD	Actual Cost of City Services		Reason Incomplete:
Late Fee	<input type="checkbox"/> TBD	Refer to Reno Municipal Code		
*Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*				
TOTAL FEES				INITIALS
TOTAL PAID				

## FIRE DEPARTMENT

### 1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 1/2" x 11" or 8 1/2" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

### 2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

### 3. Additional Information:

Will you be using any of the following? Check all that apply:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Flammable or compressed gases                    | <input type="checkbox"/> Exit obstructions                      | <input type="checkbox"/> Dust or spark production               |
| <input type="checkbox"/> Fire lane or hydrant obstruction                            | <input checked="" type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers                              |
| <input checked="" type="checkbox"/> Cooking vendors                                  | <input type="checkbox"/> Indoor vehicle display                 | <input checked="" type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people |   |   |

### Separate Permit Requirements:

#### One or more of the following activities (\$85)

☒ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☒ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

#### Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

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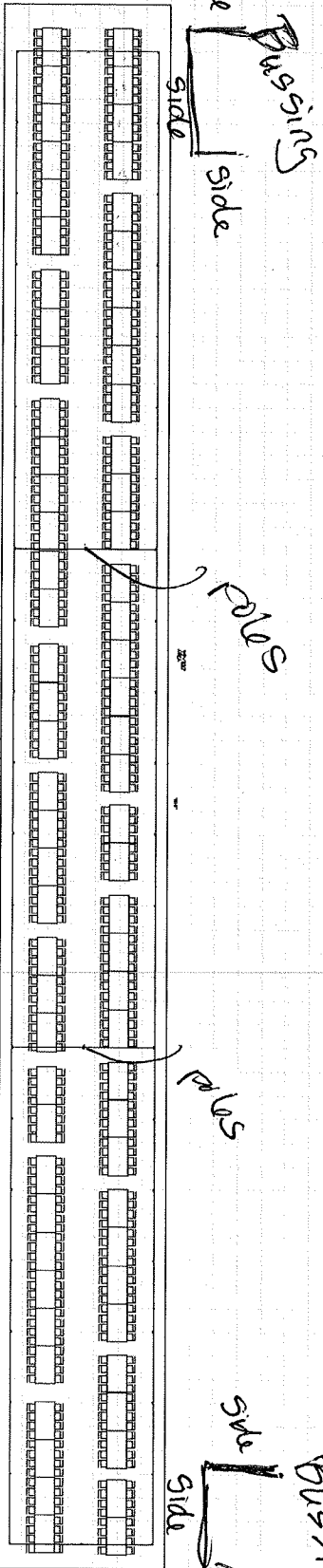
#### For Additional Information Contact:

Reno Fire Department  
775-334-2300  
775-334-3826 FAX  
RFDSpecialEvents@reno.gov

(W)

Hill Street

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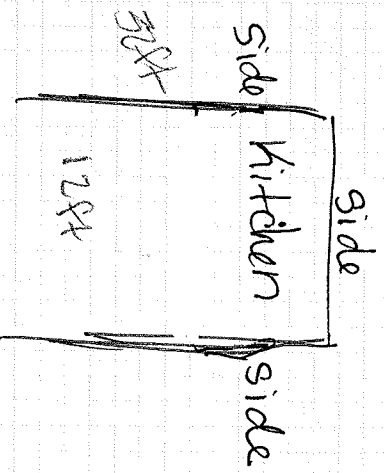


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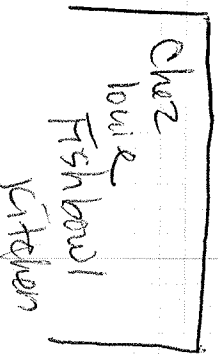
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Nevada Museum of Art



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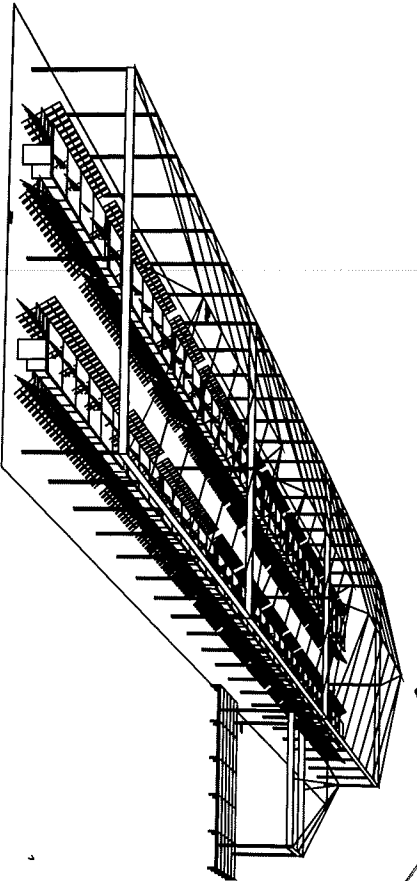
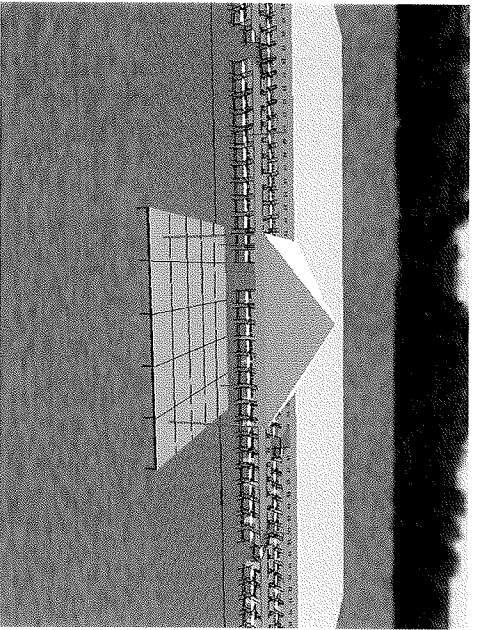
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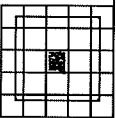
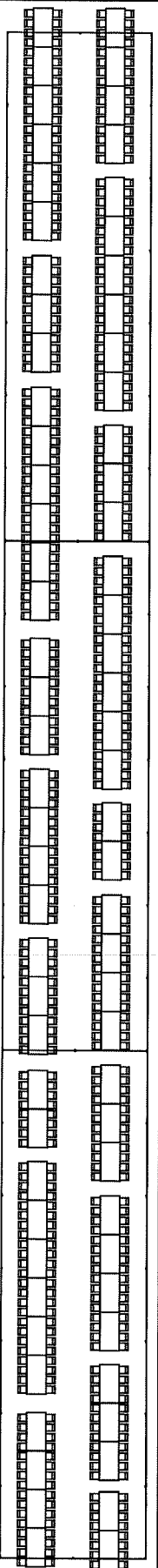
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Nevada  
Museum of  
Art



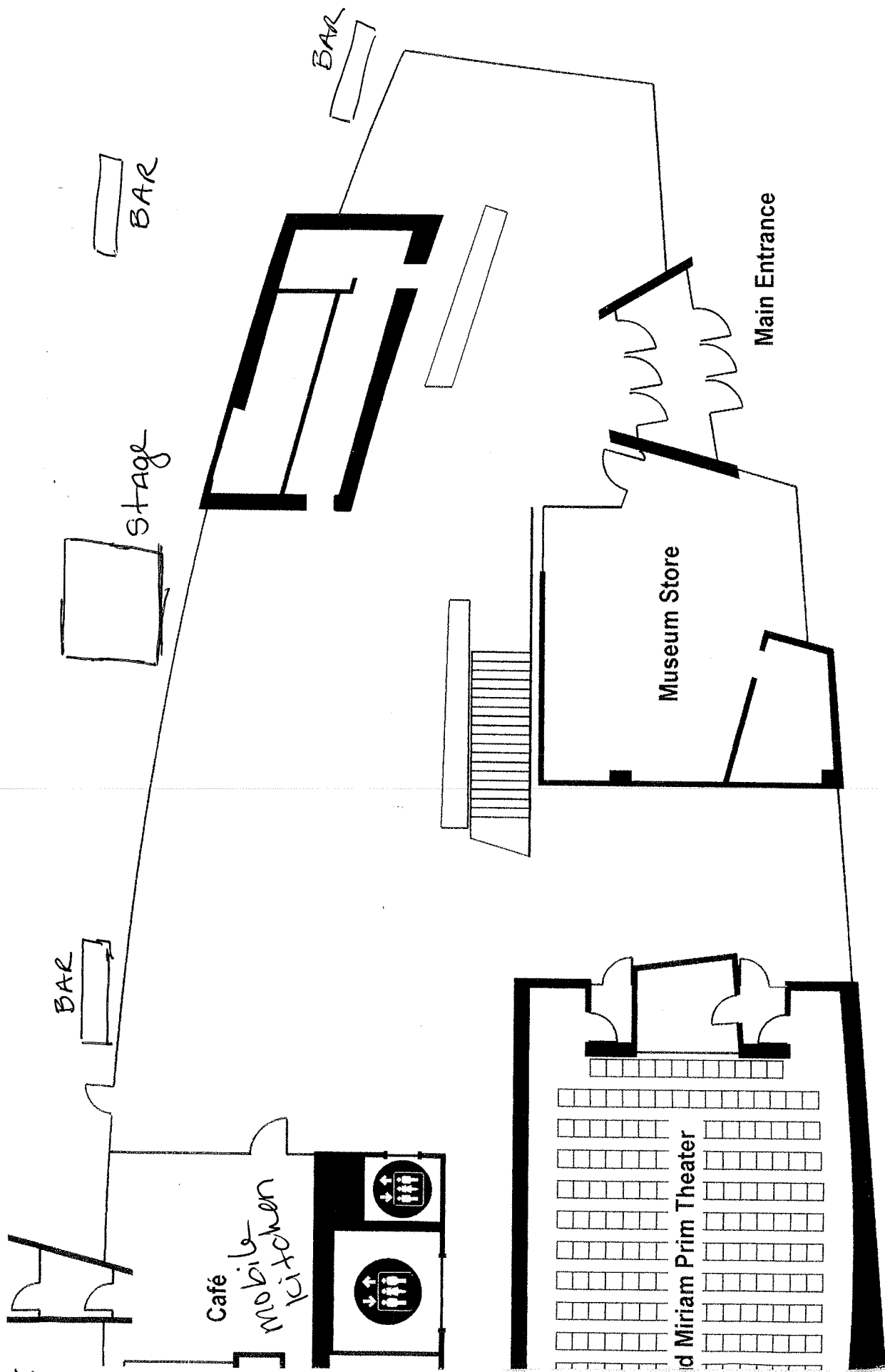
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Camelot  
Party Rentals



Date: 8/22/15  
Project: Art Event  
Owner: Camelot Party Rentals  
Designer: Deisi Gonzalez



\* - Dish up station on loading dock

Museum Property

# Certificate of Flame Resistance

Page: 1

Date Manufactured

4/25/2014

**AZTEC TENTS**  
2665 COLUMBIA ST  
TORRANCE, CA 90503  
(800) 228-3687

Invoice Number: 0201643-IN

Customer P.O.:

Customer Number: CAME894

This is to certify that the materials described below have been flame retardant treated (or are inherently flame retardant).

Camelot Party Rental Inc.  
152 Coney Island  
Sparks, NV 89431

Certification is hereby made that the articles described below hereof are made from a flame-retardant fabric or material registered and approved by the California State Fire Marshal for such use. The fabric has been tested and passes NFPA 701 Large Scale. See chart to right for trade name of flame-resistant fabric or material used and additionally referenced on the label of the fabric panel.

Vendor	Trade Name	CA Cert. #
Brun	Mardi Gras	F-222.03
Brun	Mesh	F-222.04
California Comb.	Usin-Tex 12, 14, 16, 18oz	F-419.01
Coated Fabrics	Clear Vinyl 16ga / 20ga	F-570.02
DAF	Clear Vinyl 16ga / 20ga	F-593.01
DAF	DAF	F-593.02
Exclusively Expo	PolySateen Liner	F-434.01
Ferrari	Preconstraint 502	F-444.01
Ferrari	Preconstraint 702	F-444.08
Phillips Textiles	Phil-Tex Liner	F-500.01
PVC Text.	Deco Cloth / Velon	F-504.01
Snyder	Westrenson	F-140.01
Tri Vantage	Firebri Sunbrella	F-366.05
Tri Vantage	Patio 500	F-121.02
Tri Vantage	Big Top	F-121.10
Tri Vantage	Vanguard Weblon	F-069.01
Tri Vantage	Weblon / Coastline	F-069.01
Versowag	Duraskin B1073, B1515	F-530.01

**THE FLAME RETARDANT PROCESS USED WILL NOT BE REMOVED BY WASHING**

**David Bradley**

**General Manager- Manufacturing**

Name of Applicator or Production Superintendent

Title of Applicator or Production Superintendent

ITEM CODE	ITEM DESCRIPTION	UNIT	ORDERED	PRODUCED
Z22540FE4002	40x40 2pc Festival Top UW w/ 8 Ratchet Tensioners & Flag Blockout White	EACH	1	1
Z22540FM2002	40x20 Mid Festival Top UW w/ Ratchet Tensioners & Flag Blockout White	EACH	3	3
Z21830CE3002	30x30 2pc Qwik Top Only UW ATC Style Clasp w/ratchet tensioners Blockout White	EACH	2	2
Z21830CM1502	30x15 Qwik Middle Top Only UW ATC Style Clasp w/ratchet tensioners Blockout White	EACH	4	4
Z21830CM1002	30x10 Qwik Middle Top Only UW ATC Style Clasp w/ratchet tensioners Blockout White	EACH	2	2
Z21820CE2035	#20x20 2pc Qwik Top Only CLR ATC Style Clasp w/rope tensioners Black Trim	EACH	1	1
Z21820CE2002	20x20 2pc Qwik Top Only UW ATC Style Clasp w/rope tensioners Blockout White	EACH	3	3
Z21820CM1002	20x10 Qwik Middle Top Only UW ATC Style Clasp w/rope tensioners Blockout White	EACH	3	3
Z21820CM2002	20x20 Qwik Middle Top Only UW ATC Style Clasp w/rope tensioners Blockout White	EACH	3	3

Continued



# Certificate of Flame Resistance

Page: 2

Date Manufactured

4/25/2014

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152 Coney Island  
Sparks, NV 89431

Vendor	Trade Name	CA Cert. #
Bruin	Mardi Gras	F-222.02
Bruin	Mesh	F-222.04
California Comb.	Lam-Tex 12, 14, 16, 18oz	F-419.01
Coated Fabrics	Clear Vinyl 16oz / 20oz	F-570.02
DAF	Clear Vinyl 16oz / 20oz	F-593.01
DAF	DAF	F-593.02
Exclusively Expo	PolySateen Liner	F-434.01
Ferrari	Preconstraint 302	F-444.01
Ferrari	Preconstraint 702	F-444.08
Phillips Textiles	Phil-Tex Liner	F-500.01
PVC Tech.	Deco Cloth / Velon	F-504.01
Snyder	Weatherspan	F-140.01
Tn Vantage	Firestix Sunbrella	F-368.05
Tn Vantage	Patio 500	F-121.02
Tn Vantage	Big Top	F-121.10
Tn Vantage	Vanguard Weblon	F-069.01
Tn Vantage	Webton / Coastline	F-C69.01
Verselidag	Duraskin B1673, B1515	F-530.01

Certification is hereby made that the articles described below hereof are made from a flame-retardant fabric or material registered and approved by the California State Fire Marshal for such use. The fabric has been tested and passes NFPA 701 Large Scale. See chart to right for trade name of flame-resistant fabric or material used and additionally referenced on the label of the fabric panel.

**THE FLAME RETARDANT PROCESS USED WILL NOT BE REMOVED BY WASHING**

**David Bradley**

Name of Applicator or Production Superintendent

**General Manager- Manufacturing**

Title of Applicator or Production Superintendent

ITEM CODE	ITEM DESCRIPTION	UNIT	ORDERED	PRODUCED
Z22510FC1502	10x15 1pc Festival Top UW w/ Rope Tensioners & Flag Blockout White *Single Peak* Uses 15x Festival Mast	EACH	3	3
Z22515FC3002	#15x20 1pc Festival Top UW w/ Rope Tensioners & Flag Blockout White - SINGLE PEAK 20x Mast	EACH	3	3
Z22620X20X08	#15x20x8 Festival Frame Only	EACH	3	3
Z29700160A	Festival Mast Adj. 15x Std/CanT 7/8" OD Pin	EACH	3	3
Z29700095	Festival Cable 10X15	EACH	6	6
Z29700010	Festival Corner 10/15	EACH	12	12
Z112SS082002	8x20 Solid Wall- UW 16oz Blockout White	EACH	10	10
Z112SS081502	8x15 Solid Wall- UW 16oz Blockout White	EACH	5	5
Z112SS081002	8x10 Solid Wall- UW 16oz Blockout White	EACH	5	5
Z116PS0820	8x20 Panorama Wall- UW P1 Window- Blockout White	EACH	10	10
Z116PS0815	8x15 Panorama Wall- UW P1 Window- Blockout White	EACH	5	5
Z116PS0810	8x10 Panorama Wall- UW P1 Window- Blockout White	EACH	5	5
Z299P22110	21' 10" - 2" Pipe	EACH	40	40

Continued

## INSURANCE, TERMS AND CONDITIONS

### **General Liability Insurance**

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the "City of Reno, its officers, employees, and agents" as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of \$1,000,000 per occurrence.
2. Automobile liability insurance limits are \$1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

**Certificate of Insurance is required at least 30 days before the event.**

**Fax to:**

**775-326-5150 – Special Events - Parks**

**775-334-2097 – Special Events - Street/Sidewalk Occupancy**

**Indemnification of the City of Reno.** As a further condition of this permit, the permittee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permittee or the permittee's principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:

Risk Management Division  
c/o City Attorney's Office  
1 East First St. – 3<sup>rd</sup> Floor  
Reno, NV 89505  
775-334-3838



# CERTIFICATE OF LIABILITY INSURANCE

NVMUS-1

OP ID: LJ

DATE (MM/DD/YYYY)

02/05/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> A and H Insurance, Inc. PO Box 7340 Reno, NV 89510 Vicky Owens	<b>CONTACT NAME:</b> Lois Johnson	<b>FAX (A/C, No):</b> 775-829-2607	
	<b>PHONE (A/C, No, Ext):</b> 775-829-2600	<b>E-MAIL ADDRESS:</b> ljohnson@aandhins.com	
<b>INSURED</b> Nevada Museum of Art 160 W Liberty St Reno, NV 89501-1916	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Philadelphia Ins. Cos.		23850
	<b>INSURER B:</b> Technology Insurance Company		42376
	<b>INSURER C:</b> Philadelphia Indemnity Ins. Co		18058
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X	PHPK1209373	07/25/2014	07/25/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 3,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY		PHPK1209373	07/25/2014	07/25/2015	PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input type="checkbox"/> ANY AUTO					Emp Ben. \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					BODILY INJURY (Per person) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		PHUB468556	07/25/2014	07/25/2015	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					EACH OCCURRENCE \$ 1,000,000
B	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	TWC3415624	05/01/2014	05/01/2015	AGGREGATE \$ 1,000,000
	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A					\$
	E.L. EACH ACCIDENT \$ 1,000,000					
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000					
E.L. DISEASE - POLICY LIMIT \$ 1,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Reno- Its officers, employees and agents are hereby added as addl. insured with reference to Gala Dinner on Hill Street.  
Per attached form # CG 20260413

**CERTIFICATE HOLDER****CANCELLATION**

City of Reno

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):

City of Reno,  
Its Officers, Employees, and Agent's

(Re: Gala Dinner on Hill Street)

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

## DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☒ No.

Describe refuse removal plan:

All refuse will be dumped in the Nev. Museum of Art receptacle (dumpster) and have no impact on the city of Reno.

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☐ cans

☐ plastic bottles

☐ paper materials

☐ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

The museum pays waste management a recycling sort fee.

How will you promote recycling at your event?

N/A

## ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

## Nevada Museum of Art Accessibility Plan

Tahoe Gala 8.21.15

- Ramp of North side of Hill street near Museum Loading dock will fulfil the ADA Requirement

## EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

### REMSA

Alan Tom, Special Events Coordinator  
450 Edison Way  
Reno, NV 89502-4117  
775-858-5700 x153 | FAX 775-858-5720  
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

#### Renown Regional Medical Center

Attn: Emergency Department Manager  
1155 Mill St  
Reno, NV 89502  
775-982-4100 | FAX 775-982-5555

#### Saint Mary's Regional Medical Center

Attn: Emergency Department Manager  
235 W 6<sup>th</sup> St  
Reno, NV 89503  
775-770-3000 | FAX 775-770-3490

#### Renown South Meadows Medical Center

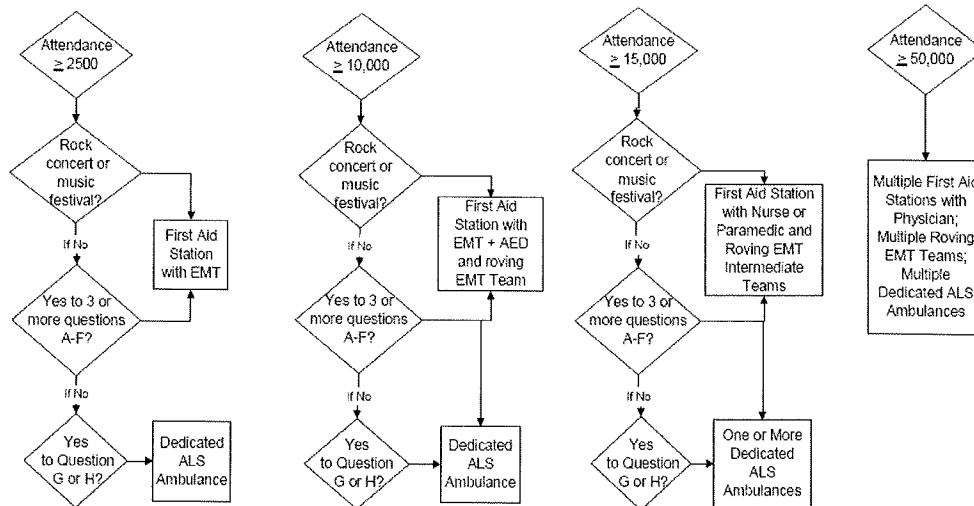
Attn: Emergency Department Manager  
10101 Double R Blvd  
775-982-7000 | FAX 775-982-7146

#### Northern Nevada Medical Center

Attn: Emergency Department Manager  
2375 E. Prater Way  
775-331-7000 | FAX 775-356-4943



## EMS COVERAGE ANALYSIS FLOW CHART



### QUESTIONS

- A. High-risk activities such as sports, racing, etc.?
- B. Environmental hazards or extremes of heat or cold?
- C. Average age of crowd less than 25 or greater than 50?
- D. Crowd includes large numbers of persons with acute or chronic illnesses?
- E. Crowd density presents challenges for patient access or transfer to ambulance?
- F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
- G. Past history of significant number of patient contacts at the event or patients transported to area hospitals?
- H. Event greater than 5 miles from the closest hospital?

### DEFINITIONS

**First Aid Station:** Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.

**Roving EMT Team:** team of two or more personnel at the basic or EMT Intermediate level with treatment supplies to provide emergency medical care.

**Dedicated ALS Ambulance:** An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and capable of providing transport of patients, but which will immediately respond back to the event site.

\*\* Significant means the number of patient contacts is  $\geq 7\%$  of the total number of attendees, or transport rate to hospital by ambulance or private vehicle is  $\geq 15\%$  of total patient contacts

**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION  
ATTACHMENT A**

**CITY OF RENO  
SOUND AMPLIFICATION/MULTIMEDIA PERMIT**

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name Tahoe Gala Event Date 8.21.15  
Time Start 5:30 pm Time End 12 AM  
Type of Event Dinner  
Event Location Hill Street  
Type of Amplification or Multimedia ☐ Voice/Speech ☒ Live Music (Band)  
☐ DJ/Music/Karaoke ☐ Other

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant Nisha Hallert

Approved by \_\_\_\_\_

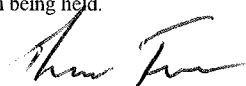
**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION  
ATTACHMENT C**

**SPECIAL ACTIVITY/EVENT ALCOHOL SERVICE PERMIT**

Application Date: \_\_\_\_\_ Event Date: 8.21.15 Name of Event: Tahoe Gala  
Event Location(s): Hill Street Liquor License Name/Number Chez Louise  
101376

**ALCOHOL/VENUE SERVICE REQUIREMENTS**

1. Outdoor alcohol sales/service is limited to beer, wine and commercially premixed beverages only. On-site mixing of beverages containing hard liquor/spirits is prohibited at events held on City of Reno property.
2. For events held on City of Reno property, all alcoholic beverages will be served in plastic or paper containers that do not exceed 16 oz. **Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.**
3. For events held in downtown Reno, all alcoholic beverages will be served in custom plastic or paper containers that do not exceed 16 oz. and have the event logo and date imprinted on them. Wristbands must be issued after proof of age is checked.
4. Alcohol sales, consumption and possession will be restricted within a defined and designated Special Event or Activity Area. A sober responsible adult of at least 21 years of age will be assigned to each alcohol sales or distribution point. Security and/or Event Personnel are responsible for checking the identification of patrons to ensure alcoholic beverages are not sold or furnished to minors or grossly intoxicated person(s). Security personnel will be posted at the entrance(s) and exit(s) to the defined alcohol venue to control the activity as described above.
5. A method of defining the boundaries of the designated alcohol zone is required. The purpose of defining the alcohol zone is to restrict the possession and consumption of alcohol to a defined area for participants, vendors and the public. Alcohol zone boundaries can be established via the creation of "beer gardens" or other clearly defined event boundaries. Event alcohol boundaries may be delineated by the usage of fencing, steelcades, barricades, signage, or security personnel as approved by the committee. Posting of signage indicating "**No Alcohol Beyond This Point**" or similar wording is required.
6. Alcohol sales will cease one (1) hour prior to the scheduled daily end time of the event.
7. It is understood that it is a violation of this special event alcohol permit if minors are in possession of alcohol, sales of alcohol to minors occur, and/or gross intoxication of participants is permitted, and/or operations are conducted without proper licensing. The Police, Fire, Public Works, Parks and Recreation and Business License Departments, the City Manager and/or his designee may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective action be taken, as deemed necessary.
8. Any changes or additions to the conditions above will only be made in writing, and agreed to by both parties in advance of the event.
9. If applicant(s) fails to comply with all local laws, terms and conditions of this agreement, the City may terminate the alcohol sales/service and/or prohibit the event from being held.

  
\_\_\_\_\_  
**Signature of Liquor License Holder**

1/15/15  
\_\_\_\_\_  
**Date**

**FOR POLICE DEPARTMENT USE ONLY**

Wristbands Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Custom Cup Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hand Stamp Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Required ID Check Performed at Alcohol Service Location	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Authorized Number of Alcohol Service Locations/Beer Gardens _____		
Locations _____		
Signage Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Alcohol Zone Boundary Designation _____		
Event Closure Time _____	Alcohol Sales Must Stop At _____	
Approval of this event will require that the promoter hire uniformed Security personnel from a licensed City of Reno security agency. Volunteer staff can assist with overseeing the event. <span style="float: right;"><input type="checkbox"/> Yes</span>		
This event requires uniformed Reno Police Officers, an estimate will be provided prior to the event through the Special Events permit process. <span style="float: right;"><input type="checkbox"/> Yes</span>		
No uniformed security required due to the size and nature of the event. <span style="float: right;"><input type="checkbox"/> Yes</span>		
Minimum Uniformed Security Officers Required _____	Volunteer Security Minimum _____	
Additional Comments:     		

**RPD Review By:** \_\_\_\_\_

- This permit must be in the possession of the person coordinating the Special Activity or Event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

**IMPORTANT RULES/GUIDELINES**

- Alcohol purchased inside a casino, bar, or liquor store may not be consumed outside.
- Alcohol vendors must apply wristbands to patron's wrist after confirming he/she is 21 years old or over.
- Alcohol vendors will serve alcohol in approved plastic cups only. No other container is acceptable.

**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION  
ATTACHMENT D**

**VENDOR AND EXHIBITOR INFORMATION**

**Please submit an initial vendor list with application.**

**A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.**

*A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.*

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.\*

*\*Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name

Tahoe Gala

Event Date

8.21.15

Number of Vendors/Exhibitors

3

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

### VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #
Chez Louie	Food & Bev.	160 W. Liberty	126 439
NEVADA Museum of Art	venue	160 W. Liberty	non profit
Camelot Party Rentals	tent	152 Coney Island Dr.	75790

**Internal Revenue Service**

**Department of the Treasury**

P. O. Box 2508  
Cincinnati, OH 45201

**Date:** September 26, 2001

**Person to Contact:**  
Stephanie Broach-Camp 31-04022  
Customer Service Representative

**Toll Free Telephone Number:**  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500

**Fax Number:**  
513-263-3756

**Federal Identification Number:**  
88-6003042

Nevada Museum of Art, Inc.  
160 West Liberty Street  
Reno, NV 89501-1916

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in March 1961 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Nevada Museum of Art, Inc.  
88-6003042

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

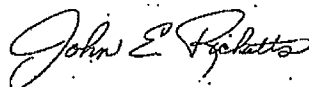
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services



# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT F

## RENO FIRE DEPARTMENT INFORMATION

Welcome and thank you for choosing Reno for your special event. The Reno Fire Department is committed to promoting public safety and ensuring that your event is successful and safe. The purpose of these guidelines is to familiarize event promoters and vendors with fire and life safety requirements enforced by the Reno Fire Department.

The following items are prohibited for use, sale, display, distribution, manufacture or possession in all special event locations (both indoor and outdoor) without permit and approval from the Reno Fire Department: pyrotechnics, ammunition, smoke or flame generating devices, fireworks, any exploding device or material, cigarette or cigar loads, smokeless or black powder, live military ordinance, tear gas or any other toxic gas producing device.

### Indoor Event Requirements

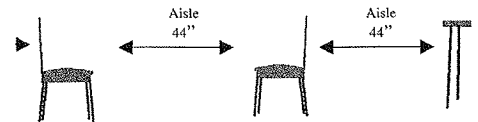
Indoor events may only take place in Assembly type occupancies unless otherwise permitted by the Reno Fire Department.

- ☐ Approved Maximum Occupant Load Signs must be posted in a conspicuous place.

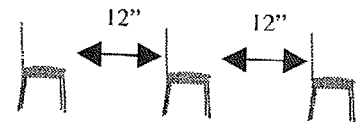
### Exits and Aisle Widths

- ☐ Exit doors shall be identified by illuminated "exit signs".
- ☐ All exit doors must be maintained in operable condition and shall not have a lock or latch unless it is panic hardware.
- ☐ Exit doors and exit paths shall not be obstructed in any manner.
- ☐ Trade show and vendor exhibit aisles shall have not less than 8 foot cross aisles and 10 foot main aisles unless otherwise approved by the Reno Fire Department.

- ☐ For areas without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables, furnishings, or displays are placed on one side of the aisle only, and 44 inches when such furnishings or displays are placed on both sides of the aisle. Aisles shall not have a dead end greater than 20 feet in length.



- ☐ Unless otherwise approved by the Fire Department, seating rows shall not be greater than 7 seats when there is an aisle or doorway at one end of the row only. Seating rows can increase to a maximum of 14 seats if an aisle or doorway is located at both ends of the row. The minimum clear width between rows shall not be less than 12 inches.
- ☐ Chairs are to be bonded together when seating exceeds 200 and seats are not fixed to the floor.



### **Fire Protection Equipment**

9. ☐ Fire protection systems and equipment (sprinklers, standpipes, alarm systems, hood systems, extinguishers, hydrants, etc.) shall be operative at all times. Systems shall be current on required service and testing and must have an approved service label as certified by the office of the State Fire Marshal.
10. ☐ Fire protection equipment such as sprinkler risers, alarm panels, and fire extinguishers shall not be obstructed in any manner.
11. ☐ Approved fire extinguishers with a minimum rating of 2A10BC must be accessible within 75 feet of travel from any point in the building.

### **Indoor Displays**

12. ☐ Except for vehicles or combustion engines used for demonstration and/or operational purposes on a limited basis, fueled equipment shall not be operated or repaired inside structures. All indoor use must be reviewed and specifically approved through the fire department permitting process.
13. ☐ Liquid or gas fueled vehicles, boats, or other motor craft for display are only allowed indoors when batteries are disconnected, fuel in fuel tank does not exceed one-quarter tank or 5 gallons (whichever is less), fuel tanks and fuel openings are closed and sealed to prevent tampering. Vehicles are prohibited from being fueled or defueled within the building.
14. ☐ Open-flame decorative devices, cooking devices, or theatrical open flame performances are not allowed without first obtaining a separate permit from the Reno Fire Department.
15. ☐ All Tents and Canopies used for indoor displays shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premise where the temporary structure is set up. This affidavit or certificate shall attest to the following information:

- a. Names and addresses of the owners of the tent or canopy.
- b. Date the fabric was last treated with flame-retardant solution.
- c. Trade name or kind of chemical used in treatment.
- d. Name of person or firm treating the material.
- e. Name of testing agency and test standard by which the fabric was tested.

----- or -----

- e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

----- or -----

- e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements, as listed in the manufacturer specifications.

16. ☐ A 10 foot break shall be provided when canopies, cumulative arrangement total, exceeds 400 square feet (e.g. when four 10'X 10' canopies are assembled in a row a 10 foot break shall separate the next canopy).
17. ☐ Temporary indoor displays of enclosed structures (e.g. recreational vehicles, modular structures, and tents) shall be approved by the Reno Fire Department prior to set up or construction. All enclosed structures shall contain an approved early warning device, such as an operable smoke detector. Combustible storage shall be limited.
18. ☐ Structural engineered and stamped plans for exhibitors with temporary structures *other than tent and membrane structures* greater than 120 square feet, or more than one story, must be submitted through the Reno Fire Department for review by the Reno Building Department prior to set-up or construction. Plans will be reviewed within ten business days. Please submit plans in a timely manner to allow for corrections, if necessary. An additional structural plan review fee will be assessed by the Reno Building Department for this review.

#### **Electrical**

19. ☐ A working space of not less than 30 inches wide and 36 inches in depth shall be maintained around electrical panels.
20. ☐ Multi-plug power taps can only be used if they are polarized or grounded type and equipped with UL listed over-current protection.
21. ☐ Extension cords may only be used with portable appliances. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance.
22. ☐ Power taps and extension cords shall be directly connected to a permanently installed receptacle (no daisy chaining), and shall not be affixed to structures; extend through walls, ceilings, floors, under doors, or be subject to environmental damage.

## Outdoor Event Requirements

### Tents and Canopy Set-up

A tent is defined as a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A canopy is defined as a structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tents having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Reno Fire Department.**

1. ☒ Tents and canopies, used as an assembly occupancy, having an area in excess of 200 square feet of floor area, and any size canopy used for a cooking booth shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premises where the temporary structure is set up. This affidavit or certificate shall attest to the following information:

- Names and address of the owners of the tent or canopy.
- Date the fabric was last treated with flame-retardant solution.
- Trade name or kind of chemical used in treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested.

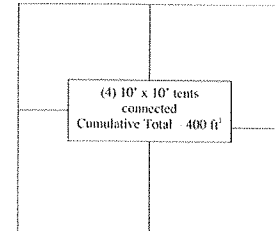
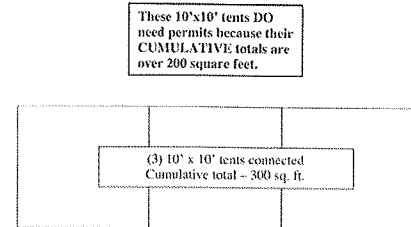
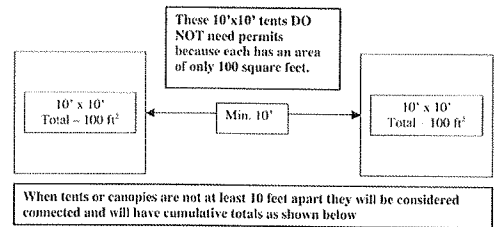
or

- c-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

or

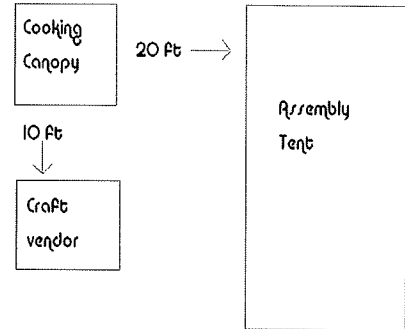
- c-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements as listed in the manufacturer's specifications.

2. ☒ Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
3. ☒ Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.
4. ☒ Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of a tent or canopy unless otherwise approved by the Reno Fire Department.



### Heating and Cooking Appliances/Cooking Booths

5. ☒ Cooking is allowed under flame retardant canopies that comply with section 1 above.
6. ☒ Tents and canopies where cooking is performed shall be separated from other cooking booth canopies, vendor tents, and combustible construction by a minimum of 10 feet, and from assembly tents by a minimum of 20 feet.
7. ☒ Gas-fired barbecues shall be placed a minimum of 10 feet from any combustible construction and a minimum of 20 feet from any building air intake, door, window, or opening.
8. ☒ Any cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.
9. ☐ All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved UL listed automatic fire extinguishing system, bearing an approved service label as certified by the office of the State Fire Marshal.
10. ☒ All cooking booths must have a minimum 5lb "2A:10B:C" rated fire extinguisher with a current State Fire Marshal's service tag. A "K"-rated fire extinguisher shall be provided for all cooking applications utilizing grease or deep fat fryers.
11. ☒ Compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip over. All compressed gas cylinders in use shall be equipped with individual regulators with approved hoses and appliances.



### Fire Access

12. ☐ A 20 foot fire lane shall be provided for all events for emergency access.
13. ☐ Fire access lanes in the downtown core shall follow the guidelines set forth under the "Downtown Event Setup Guidelines and Diagrams" located at [www.reno.gov/index.aspx?page=731](http://www.reno.gov/index.aspx?page=731).
14. ☒ No parking, display, or obstruction of any sort is permitted in front of Fire Hydrants, Fire Department Connections, or access doors to rooms containing fire protection equipment.
15. ☒ Fuel powered generators shall be a minimum of 25 feet from any booth and shall be isolated from contact with the public by either physical guard, fence, or enclosure.

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

## ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

**\*For purposes of this application, Public Right-Of-Way is defined as  
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.\***

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

## STREET CLOSURES OR RESTRICTIONS

**Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.**

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St	_____	_____	Arlington Ave	from _____	to _____	_____	_____
Ryland St to Pine St	_____	_____	Lake St	from _____	to _____	_____	_____
Pine St to Court St	_____	_____	Wells Ave	from _____	to _____	_____	_____
Court/State St to Mill St	_____	_____	Center St	from _____	to _____	_____	_____
Mill St to First St	_____	_____	Sierra St	from _____	to _____	_____	_____
First St to Second St	_____	_____	First St	from _____	to _____	_____	_____
Second St to Commercial Row	_____	_____	Second St	from _____	to _____	_____	_____
Commercial Row to Third St	_____	_____	Commercial Row	from _____	to _____	_____	_____
Third St to Plaza St	_____	_____	Third St	from _____	to _____	_____	_____
Plaza St to Fourth St	_____	_____	Plaza St	from _____	to _____	_____	_____
Fourth St to Fifth St	_____	_____	Fourth St	from _____	to _____	_____	_____
Fifth St to Sixth St	_____	_____	Fifth St	from _____	to _____	_____	_____
			Sixth St	from _____	to _____	_____	_____

## IMPACTED NEIGHBOR NOTIFICATION

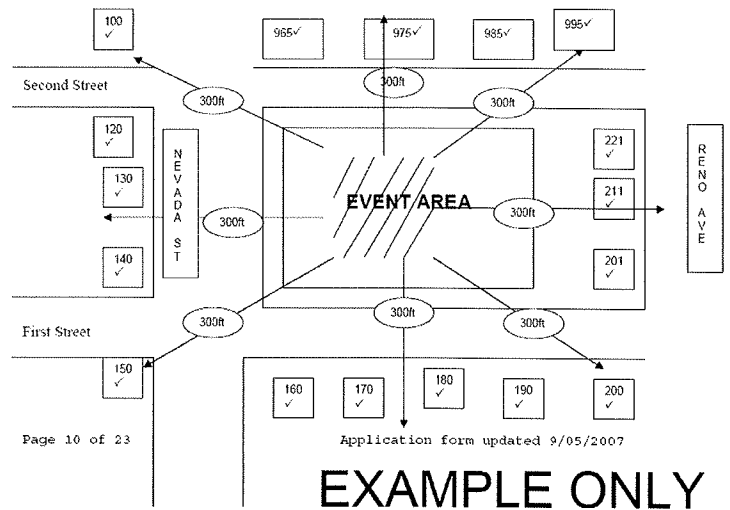
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

**Special Events Notification Diagram Example** – Check (☐) everyone you notified. List the addresses of the surrounding properties.



IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

(**MUST** be completed at least 30 days prior to the event)

Event Name:

Tahoe Gala

Event Date:

8.21.15

Anticipated Number of Attendees:

600

Event Location:

Hill Street

Name

Address

Business Name

Do you have any special issues?

(Please state)



February 10, 2015

From: Nisha Hallert  
Director of Special Events and Sales  
Nevada Museum of Art  
775.398.7228  
[Nisha.hallert@nevadaart.org](mailto:Nisha.hallert@nevadaart.org)

Dear Sir/Madam:

Late this summer, the Nevada Museum of Art will organize a breathtaking exhibition surveying the art history of the Lake Tahoe region. The show will span the entire museum and run from August 22 through January 10, 2016.

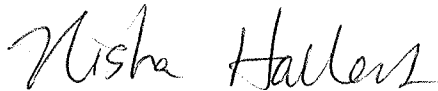
In celebration of *Tahoe: A Visual History*, the Nevada Museum of Art will host a 600-person gala dinner, Friday, August 21, 2015, from 5 – 10 pm. Due to the size of the dinner, we plan to hold the gala on Hill Street between California Avenue and Liberty Street. A significant band will perform during the evening's festivities.

Hill Street between California and Liberty will be closed from 6 am on August 21, to 6 am on August 22. The attendees will park in the Nevada Museum of Art parking lot and in residential areas surrounding the Museum.

We want to ensure we address all your questions and concerns regarding the closure well in advance of the Gala. To discuss, please contact Nisha Hallert, Director of Special Events and Sales at 775.398.7225.

Thank you very much for being a wonderful neighbor!

In gratitude,



Nisha Hallert

If your event involves a location other than or in addition to those listed on the previous page, select the right-of-way impediment(s) that applies to your event.

- ☒ One-block street closure Location: Hill Street Date(s)/Time(s): 8.21.15 6am - 8.22 6am
- ☐ Lane closure Location (incl direction): \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_
- ☒ Sidewalk occupancy Location: Hill Street Date(s)/Time(s): 8.21.15 6am - 8.22 6am
- ☐ Other closure or use of public right-of-way (describe): \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

☐ ReTRAC Plaza\*— East (between Sierra St & Virginia St)

Date(s)/Time(s): \_\_\_\_\_

☐ ReTRAC Plaza\*— West (between West St & Sierra St)

Date(s)/Time(s): \_\_\_\_\_

\*Maximum uniform load is 125 pounds per square foot.

### STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

### PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

By having the event start at 5pm when most businesses are closing.

Where will event participants park?

Nevada museum parking Lot and residential streets surrounding museum.

The museum has 55 parking spots.  
300 parking spots at the county parking lot.  
50 parking spots at mining parking lot on Liberty street

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT H

## SECURITY PLAN

Name of Event	Tahoe Gala			Event Time(s)	5:30p - midnight	
Event Date(s)	8.21.15					
What is the type/theme/purpose of the event? (cars, motorcycles, food festival, music festival, foot race, etc.)						
opening art exhibit dinner						
Location of Event	411 Street					
Does this event include the use of indoor venues? (Reno Events Center, Convention Center, etc.)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		If yes, specify venue(s):			
Event open to the public?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Is there an admission cost?		<input type="checkbox"/> No	<input type="checkbox"/> Yes \$
Estimated amount of attendees?	500		Average age of attendees?		57	
Target demographic? (youth, seniors, families, athletes, etc.)			Seniors			
Will there be music?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Live music (band)	<input type="checkbox"/> DJ/Karaoke	<input type="checkbox"/> Other:	
Will there be fireworks?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes				
Are there other events occurring on the same day?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	Specify:			
Are there street closures?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> static closure (PW)	<input type="checkbox"/> rolling closure (RPD)		
Is additional RPD traffic control required for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Will you be using volunteers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	# of volunteers		20	
Volunteer Assignments: (Attach list of volunteer assignment positions and hours.)						
<input checked="" type="checkbox"/> entry/exit points	<input type="checkbox"/> parking	<input checked="" type="checkbox"/> Directional information	<input type="checkbox"/> Traffic control (limited)	<input checked="" type="checkbox"/> Other:		
Name of Security Company (must be licensed/bonded):						
See attached Museum Internal Security						
Attach list of assignments and hours. Include where and how security will be deployed (roving, on foot, stationary post, on bicycle, etc.)						

Attach a layout of the event to include vendor locations, alcohol points of sale, entry/exit points, volunteer locations and security locations.

## Nevada Museum of Art Security Plan

Tahoe Gala 8.21.15

10 Internal Security Required

Stationary Officers on Foot -4pm-Midnight

- (4) officers will be stationed on each side of Hill street

Stationary Officers 4pm-Midnight

- (2) officers will be stationed inside the security office monitoring the cameras

Roving Officers 4pm-Midnight

- (4) officers on foot roving Hill Street and Museum proper

Director of Operations 4pm-2am

- (1) DOO onsite for entire event

## Nevada Museum of Art Volunteer Plan

### Tahoe Gala 8.21.15

20 total volunteers required

Galleries 5pm-8pm

- (4) attendants to monitor gallery doors

Front Desk / Coat Check / Bag Check 4pm-Midnight

- (3) attendants

Greeters 4pm-10pm

- (5) volunteers to usher guests to tables

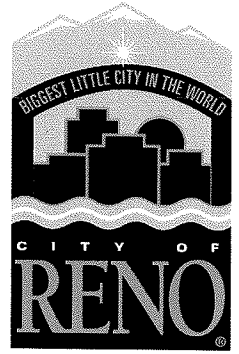
Crowd Control 4pm-Midnight

- (4) volunteers to assist with misc. crowd control tasks and will partner with internal security team

Operation Rovers 4pm-Midnight

- (3) volunteers to assist operation team with general event tasks

# Application for Special Activities & Special Events



## CONTACT INFORMATION

*Special Activity Permit – Private Property*  
Business License Office (businesslic@reno.gov)  
1 E First St, 2<sup>nd</sup> Floor, Reno, NV 89501  
PO Box 1900, Reno, NV 89505  
(775) 334-2090 Office | (775) 334-6336 Fax  
8:00 a.m. – 5:00 p.m. | Monday thru Friday

*Special Event Permit – Parks*  
Peggy Nelson- Aguilar, Recreation Supervisor (aguilarp@reno.gov)  
925 Riverside Dr., Reno, NV 89503  
(775) 334-2414 Office | (775) 334-2598 Fax

*Special Event Permit – Street/Sidewalk Occupancy*  
Alexis Hill, Special Events Program Manager (hilla@reno.gov)  
1 E First St, 12<sup>th</sup> Floor, Reno, NV 89501  
PO Box 1900, Reno, NV 89505  
(775) 326-6697 Office | (775) 334-2097 Fax

## **SPECIAL EVENT AND SPECIAL ACTIVITY PERMIT APPLICATION PROCESS & FREQUENTLY ASKED QUESTIONS**

### **1. DETERMINE THE TYPE OF EVENT YOU WILL BE ORGANIZING**

- **SPECIAL ACTIVITY** – Held on Private Property
  - An indoor/outdoor activity or unlicensed business activity on private property.
  - A trade show, craft show or fair, off-site public sale or various charitable activities.
- **SPECIAL EVENT** – Held on Public Street/Sidewalk Occupancy or City of Reno Parks
  - An organized formation, parade, procession or assembly consisting of seventy-five (75) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls.
  - Any other organized activity conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property (streets, street closures) or facilities and the provision of City public safety services in response thereto.
  - A concert, parade, circus, fair, festival, community event or mass participation sport (such as marathons, running events and bicycle races and tours).

### **2. DETERMINE WHICH OF THE FOLLOWING, IF ANY, WILL BE INCLUDED**

- Premium Event Dates or Times
  - Due to the demand for City of Reno resources and staff, certain dates have been allocated as premium event dates. All applications for activities or events that occur during these dates are subject to additional reviews and conditions. The dates for 2012 are January 1, March 17, June 14-23, July 4, August 7-12, September 19-23 and December 31.
- Amplified Sound/Multimedia
  - Multimedia consists of movies, slides, music, and lighting in combination for the purpose of education or entertainment.
- Closure of a street and/or occupancy of a public sidewalk
  - Occupancy of a sidewalk means any setup or other use of a public sidewalk that would alter the normal pedestrian flow along the sidewalk. A minimum five-foot walkway must be maintained on sidewalks at all times. If a public sidewalk is less than five feet wide it is not eligible for occupancy by an event.
- Alcohol Service
  - If you do not already hold a current City of Reno liquor license, you must first obtain a Special Event/Activity Alcohol Permit. An application must be completed 90 days prior to your event as it requires approval by the Reno Police Department.
  - If you do already hold a current City of Reno liquor license, you must obtain a permit for any additional bars or points of service. An application must be completed 30 days prior to your event.
  - Preliminary alcohol vendor(s) must be listed on vendor list at time of application in order for application to be considered complete.
  - **If you do not apply for alcohol service and alcohol is present at your event, be aware that additional fees will be due and/or your event may be shut down.**

- Vendors/Exhibitors
  - Vendors at events must have explicit permission from the event organizer including agreeing to the organizer's standards and requirements and possibly paying fees to the event organizer. Vendors must contact the event organizer directly to participate as a vendor at an event.
  - Each person engaged in business activity within the City of Reno is required to have a City Business License. Vendors without the necessary licenses and permits will not be allowed to participate in the event and will be subject to enforcement action and penalties. Temporary Special Event Business Licenses are available for special event vendors at a cost of \$15.00 per vendor, per event. Event organizers are responsible for ensuring all vendors at their event have either an annual City Business License or a Temporary Special Event Business License.
  - Vendors or promoters should check with the State of Nevada Department of Taxation at 866-962-3707 prior to your event to verify if any sales tax permits are required.
- Privileged Sales
  - Any business that is included in Title 5 of Reno Municipal Code is considered privileged and additional requirements may apply accordingly.
- Park Usage
  - You must reserve the park prior to applying for a Special Event Permit. Contact Peggy Nelson-Aguilar at (775) 334-2414 for additional information.
  - Wingfield Park rental can include, based on availability, the usage of 30 steelcade barricades free of charge.
- Food/Beverage Service
  - Please contact Washoe County Environmental Health Services at 775-328-2620 for more information.

### 3. NOTE AND FOLLOW REQUIRED SUBMISSION DEADLINES FOR YOUR EVENT

Failure to meet the following deadlines will result in late fees and may result in denial, suspension or revocation of your permit.

- **SPECIAL ACTIVITY - Private Property**
  - 90 calendar days prior to activity:
    - Completed application, including any applicable attachments, due for Activities that *will involve* alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor *does not* have a current City of Reno Privileged License
  - 30 calendar days prior to activity:
    - Completed application, including all applicable attachments, due for Activities that *will involve* alcohol (beer/wine/spirits) sales or service or the sale of privileged items and vendor *has* a current City of Reno Privileged License
  - 15 calendar days prior to activity:
    - Completed application, including any applicable attachments, due for Activities that *do not* have alcohol sales or service associated with it
    - Complete list of vendors/booths/exhibitors due to City of Reno Business License office



- Temporary Business License Fees for vendors/exhibitors due
- **SPECIAL EVENT - Street/Sidewalk Occupancy or City of Reno Parks**
  - 90 calendar days prior to event:
    - Special Event Permit Application and all applicable attachments submitted to City of Reno if requesting *street closure/restriction or sidewalk occupancy*, including initial site plan OR if the event will be held in a *city park and alcohol* will be present.
    - Special Event Alcohol Permit application complete.
    - Park reservation made.
    - Application fee paid in full.
  - 60 calendar days prior to permit:
    - Special Event Permit Application submitted to City of Reno if the event will be held in a *city park and no alcohol* will be present.
    - Application fee paid in full.
  - 30 calendar days prior to event:
    - Impacted Neighbor Notification Signature Sheet completed and submitted to City of Reno for all events involving street closure (including lane restrictions) and/or sidewalk occupancy.
    - Certificate of insurance naming City of Reno as Additional Insured submitted to City of Reno.
    - Event details submitted to area medical centers.
    - Food and beverage permit applications submitted to Washoe County Health Department.
    - Park reservation and event fees paid in full if requesting use of a park.
    - Special Activity Alcohol Permit fee(s) paid in full.
    - Venue layout/site plan reviewed and approved by Parks, Recreation and Community Services Department if event is requesting use of a park.
  - 15 calendar days prior to event:
    - Final site plan submitted to Reno Fire Department, copy to Special Events Program Manager and/or Recreation Supervisor.
    - Complete list of vendors and exhibitors due to City of Reno Business License office.
    - Estimated Special Event Permit Fee for City of Reno services paid in full.
    - Event Business License fee paid in full.
    - Temporary Business License fees for vendors and exhibitors paid in full.
    - Permit sign-off sheet must be signed by all reviewing departments.
  - 45 calendar days after event:
    - Any difference between estimated Special Event Permit fee for City of Reno services and actual cost for City of Reno services paid in full.
  - 60 calendar days after event:

## **ADDITIONAL FREQUENTLY ASKED QUESTIONS, CONT.**

**Q If my event includes both the usage of a City of Reno Park and Street or Sidewalk Occupancy, to which office do I submit my application?**

You need to submit your application to Alexis Hill, Special Events Program Manager. Your application will be processed as a Special Event – Street/Sidewalk Occupancy application and will be required to adhere to the deadlines and fees of that application type. Please remember that you must reserve the Park prior to applying for your Special Event Permit.

**Q What constitutes privileged sales?**

Anything that is covered in Title 5 of Reno Municipal Code. Specifically, in this application, we are referring to Alcohol, 2<sup>nd</sup> Hand Sales, Antique Sales, Gun Sales, Auctions, etc.

**Q May I post signs advertising my event?**

Yes, under certain conditions. A temporary sign permit must be obtained prior to posting any signs in association with the special event. The minimum fee is \$120. The sign permit may be obtained at the Community Development Department. Signs may not be posted on the sidewalk, street, utility poles, traffic control device poles or obstruct any traffic vision triangle.

**Reno Municipal Code**

Sec. 8.04.050. Affixing advertisement to sidewalks, poles, trees, etc.

It shall be unlawful for any person to post, stick, stamp, paint or otherwise affix, or cause the same to be done by another, any notice, placard, bill, poster or advertisement to or upon any sidewalk, curbing, hydrant, shade tree or tree box, fence, enclosure, or to place the same upon any building, telegraph, telephone or electric lighting pole, without first obtaining the permission of the owner, agent or occupant thereof, in the city; provided, that this section shall not apply to the posting of legal notices of any kind.

(Code 1966, § 11.12.360)

State law references: Unlawful erection, placement of outdoor advertisements, NRS 405.030.

Sec. 8.04.060. Violations.

Any person violating any of the provisions of this chapter:

- (1) Upon conviction, shall be guilty of a misdemeanor and punished as provided in section 1.04.010; or
- (2) Shall be subject to provisions of Chapter 1.05 of the Code.